Ideation Phase

Deliverables:
Business Requirements
New Project Proposal
Opportunity Screening
Project Mission Statement

If Required:
IT Procurement Request (ITPR)
Marketing Requirements

Entity / Agency

- A Problem or Need Exists that Requires a Solution
- Propose a Solution
- *Project Mission Statement*
- Seek Alternative Solution
- Is Solution Aligned with Strategic Goals? — Yes
- Does Solution Meet Needs? — Yes
- Is Solution Feasible? — Yes
- Do Benefits Outweigh Costs? — Yes
- no
- Create Project Selection Team to Govern Initial Process
- PMO Assistance w/ Analysis? — Yes / No
- Elicit PMO Involvement
- Proceed to Concept
- Concept
- Involve PMO based upon established criteria
- No

Project Selection Team (PST)

- Assign Resources for In-Depth Analysis
- Project Selection Team Approval? — Yes / No
- Executive Project Plan Required? — Yes
- Present Project to CIO
- See Legislative Sub-Process
- Is Project Funded? — Yes / No
- Appeal? — Yes / No
- See Appeal Sub-Process

Analysis Team

- *Business Requirements*
- *Marketing Requirements*
- *Opportunity Screening*
- *I.T. Procurement Request (ITPR)*
- *New Project Proposal*
- Perform/ Deliver Bus Analysis/ Requirements Doc
- Perform/ Deliver Tech Analysis/ Requirements Doc
- Perform Feasibility Analysis
- Size Project
- Validate Requirement Definition with PMO
- Create ITPR and NPP, if needed
- Forward Docs to PMO and Procurement for Input
- Present Findings to Project Selection Team

Document Title:
Project Management Office: Ideation Phase

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